

**EXECUTIVE OFFICE OF THE PRESIDENT  
NATIONAL SECURITY COUNCIL  
WASHINGTON**

ER 1-4547  
**RESTRICTED**

January 2, 1951

**MEMORANDUM FOR THE NATIONAL SECURITY COUNCIL**

**SUBJECT:** Minimum Standards for the Handling and Transmission  
of Classified Information

**REFERENCE:** Executive Order 9835 dated March 21, 1947

The enclosed draft Executive Order by the Inter-departmental Committee on Internal Security (ICIS) and the accompanying memorandum of transmittal from the Chairman of the ICIS are submitted herewith for consideration by the National Security Council, the Secretary of the Treasury, the Attorney General, the Secretary of Commerce, the Director of Defense Mobilization and the Chairman of the Atomic Energy Commission.

It is recommended that, if the Council concurs in the draft Executive Order, it be submitted to the President for his consideration with the recommendation that he approve its issuance.

JAMES S. LAY, Jr.  
Executive Secretary

cc: The Secretary of the Treasury  
The Attorney General  
The Secretary of Commerce  
The Director of Defense Mobilization  
The Chairman of the Atomic Energy Commission  
The Director of the Bureau of the Budget

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## INTERDEPARTMENTAL COMMITTEE ON INTERNAL SECURITY

2107 Department of Justice, Washington, D. C.

ICIS-P17/16

December 29, 1950

## MEMORANDUM FOR THE NSC REPRESENTATIVE ON INTERNAL SECURITY

SUBJECT: Regulations Establishing Minimum Standards for the Handling and Transmission of Classified Information in Executive Departments and Agencies of the Federal Government

Transmitted herewith for the consideration of the National Security Council is a draft Executive Order dated December 28, 1950, prescribing regulations establishing minimum standards for the handling and transmission of classified information in the executive departments and agencies of the Federal Government.

As you know, the ICIS undertook the study of the need for regulations establishing minimum standards and began drafting proposed regulations soon after it was constituted. The resulting draft regulations incorporate and are based on the views of the member agencies of the ICIS, as well as the comments of the Department of Commerce, Atomic Energy Commission, the Bureau of the Budget and the Central Intelligence Agency. Attention is invited to the fact that the enclosed draft has not been cleared through the Executive Branch by the Bureau of the Budget as is customarily done in the case of proposed executive orders.

You will recall that in accordance with Executive Order No. 9835 the Security Advisory Board of the State-Army-Navy-Air Coordinating Committee (SANACC), which is no longer in existence, prepared a preliminary draft of minimum standards for the handling and transmission of classified information. This draft was circulated to forty-six executive and three non-executive agencies of the government on July 7, 1947, with a request for comments and suggestions. After consideration of the comments and suggestions received, the Security Advisory Board completed a final and revised draft, together with a proposed Executive Order designed to make the standards applicable throughout the executive branch of the government. In the meantime, as you know, the press obtained a copy of the preliminary draft and thereafter the press and a congressional subcommittee took serious exceptions to the proposed standards, particularly the definitions of the terms "secret" and "confidential." As a result, the submission of these standards to the President was deferred.

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The proposed regulations now submitted for the consideration of the National Security Council relate, as you will observe, to the safeguarding of information the unauthorized disclosure of which might impair or harm the nation's security. These proposed regulations do not contain those clauses of the first draft of minimum standards prepared by the Security Advisory Board to which exception was taken.

The ICIS accordingly recommends unanimously that the enclosed draft Executive Order prescribing regulations be approved and promulgated. You will note that the Executive Order contains a provision that the Attorney General be designated as the officer who upon request will render interpretations of these regulations.

Sincerely yours,

/s/ Raymond P. Whearty  
Chairman, Interdepartmental Committee  
on Internal Security

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EXECUTIVE ORDER

December 28, 1950

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PRESCRIBING REGULATIONS ESTABLISHING MINIMUM STANDARDS FOR  
THE HANDLING AND TRANSMISSION OF CLASSIFIED INFORMATION

WHEREAS It is necessary in order to establish uniformity throughout the executive branch of the Government to provide minimum standards which will enable officers and employees appropriately and uniformly to classify information according to the degree of protection which it requires, to accord proper and uniform protection to all classified information, and expeditiously to change the classification assigned to information whenever conditions require a different degree of protection,

By virtue of the authority vested in me by the Constitution and statutes of the United States, and as President of the United States, I hereby prescribe the following regulations establishing minimum standards for the handling and transmission of classified information in the executive branch of the Federal Government for the sole purpose of safeguarding official information, the unauthorized disclosure of which might impair or harm the security of the nation.

These regulations shall be applicable throughout the executive branch of the Government to the extent not inconsistent with law. Nothing in these regulations shall be construed to authorize the dissemination, release, handling or transmission of any classified information contrary to the provisions of any law, executive order, or Presidential directive which restricts the dissemination, release, handling or transmission of such information, or to abrogate existing security regulations imposing higher standards than those prescribed in these regulations, or to prevent the imposition of higher standards when, in the opinion of any department or agency, security considerations require the imposition of higher standards. *Jan. 4, 1951*

These regulations shall take effect thirty days after publication in the Federal Register.

## SECTION I -- DEFINITIONS

1. AGENCY - The term "agency" as used herein means any department or establishment within the executive branch, including any government corporation that is operated as an instrumentality of the Federal Government.

2. INFORMATION - The term "information" as used herein means knowledge which can be communicated, either orally or by means of material.

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3. MATERIAL - The term "material" as used herein means any document, product or substance on or in which information may be recorded or embodied.

4. DOCUMENT - The term "document" as used herein means any recorded information regardless of its physical form or characteristics, and includes but is not limited to the following: (1) written material whether handwritten, printed, or typed; (2) all painted, drawn or engraved material; (3) all sound or voice recordings; (4) all printed photographs and exposed or printed film, still or moving; and (5) all reproductions of the foregoing by whatever process.

5. PRODUCT AND SUBSTANCE - The terms "product" and "substance" as used herein mean any item of material (other than documents) from which information may be obtained; apply to items in all stages of development, processing or construction; and include elements, ingredients, components, accessories, fixtures, dies, models and mock-ups associated with such items.

6. CLASSIFIED INFORMATION - The term "classified information" as used herein means only official information, the safeguarding of which is necessary in the interest of national security.

7. TOP SECRET - The term "top secret" as used herein means information and material, the security aspect of which is paramount and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.

8. SECRET - The term "secret" as used herein means information and material the unauthorized disclosure of which would endanger national security, or might cause serious injury to the interest or prestige of the nation.

9. CONFIDENTIAL - The term "confidential" as used herein means information and material the unauthorized disclosure of which would be prejudicial to the national security or the prestige of the nation.

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10. RESTRICTED - The term "restricted" as used herein means information and material which requires security protection other than that determined to be "Top Secret", "Secret", or "Confidential". The term "restricted" as used herein shall not be confused with the term "Restricted Data", defined in the Atomic Energy Act of August 1, 1946 (60 Stat. 766, c. 724, Sec. 10(b)(1); 42 USC Sec. 1810(b)(1)) as follows:

"The term 'Restricted Data' as used in this section means all data concerning the manufacture or utilization of atomic weapons, the production of fissionable material, or the use of fissionable material in the production of power, but shall not include any data which the Commission from time to time determines may be published without adversely affecting the common defense and security."

Nothing in these regulations shall be construed to authorize the classification, downgrading or declassification of "Restricted Data", except by the Atomic Energy Commission as authorized by the Atomic Energy Act.

11. UNCLASSIFIED INFORMATION - The term "unclassified information" as used herein means information requiring no security protection and therefore not included in one of the aforementioned classifications.

12. CRYPTOGRAPHIC SYSTEM - The term "cryptographic system" as used herein means any document, product or method employed to change information from plain language form to unintelligible form or to change the resulting cryptographed information into plain language form.

13. REGISTERED MATTER - The term "registered matter" as used herein means that to which a register number is assigned and which is accounted for at prescribed intervals and upon specified occasions; "registered matter" shall not be confused with registered mail.

14. TELEGRAM - The term "telegram" as used herein means any document recording information for transmission by telegraph, telephone, cable, radio or other electrical means of transmission.

15. CLASSIFY - The term "classify" as used herein means to assign information to one of the four classification categories after determination has been made that the information requires security protection.

16. CLASSIFICATION - The term "classification" as used herein means the category into which information falls after being classified.

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17. DECLASSIFY - The term "declassify" as used herein means to remove the security classification.

18. DOWNGRADE - The term "downgrade" as used herein means to assign a lower classification than that previously assigned.

19. UPGRADE - The term "upgrade" as used herein means to assign a higher classification than that previously assigned.

20. APPROPRIATE CLASSIFYING AUTHORITY

A. In General. The term "appropriate classifying authority" as used herein means the head of the originating agency and those he has authorized to classify, declassify, upgrade or downgrade information.

B. Material Officially Transferred from Originating Agency to Another Agency. In the case of material transferred, by operation of law or by Executive Order, from one agency to another for the latter's use and as part of its official files as distinguished from transfers merely for purposes of storage, the receiving agency shall be deemed to be the "appropriate classifying authority" for all purposes under these regulations.

C. Material of Defunct Agency Not Officially Transferred to Another Agency. When any agency has in its possession, on the effective date of these regulations, any material which is then, or thereafter becomes, five years old and it appears (1) that such material originated in an agency which has since become defunct and whose records, files and other material have not been officially transferred to another agency within the meaning of subsection "B" above, or (2) that it is impossible for the possessing agency to identify the originating agency, and (3) a review of the material indicates that it should be downgraded or declassified, the said possessing agency shall have power under these regulations to declassify or downgrade such material. If it appears probable that another agency may have a substantial interest in the question whether the classification of any particular material should be maintained, the possessing agency shall not exercise the power conferred upon it by this subsection until thirty days after the possessing agency has notified such other

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agency of the nature of the material and of its intention to declassify or downgrade the same. During the thirty-day period the other agency may, if it so desires, express its objections to declassifying or downgrading the particular material, but the power to make the ultimate decision shall reside in the possessing agency.

21. MARKING - The term "marking" as used herein means the physical act of indicating on classified material the assigned classification or change therein.

22. RECORD MATERIAL - The term "record material" as used herein means all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriated for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, operations, decisions, procedures, or other activities of any agency of the Government, or because of the informational value of the data contained therein.

23. NON-RECORD MATERIAL - The term "non-record material" as used herein means extra copies and duplicates the use for which is essentially temporary; short-hand notes, used carbon paper; preliminary drafts; and other material of similar nature.

## SECTION II -- RESPONSIBILITIES

24. ALL PERSONNEL IN THE EXECUTIVE BRANCH

A. The responsibility for the maintenance of the security of classified information shall rest upon each individual in the executive branch having knowledge thereof, no matter how that information was obtained.

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B. Each individual in the executive branch shall be directly responsible for familiarizing himself with and adhering to all regulations applicable to him which are issued to govern the security of information

25. AUTHORITY FOR HEADS OF AGENCIES TO DELEGATE - The head of an agency may delegate the performance of any or all of the functions charged to him herein, but the ultimate responsibility for the safeguarding of classified information within the agency shall remain with and rest upon the head of the agency, including:

A. Such additional instructions on the safeguarding of classified information as requirements of his agency may dictate.

B. Security of his agency's messenger-courier systems for transmission of classified material.

C. Authorization of appropriate officials within his agency to classify information. Authorizations to classify information as "Top Secret" or "Secret" shall be held to the minimum necessary for the performance of required activities, and shall be maintained at a high level within the agency. The authorizations to classify information as "Top Secret" shall be substantially more limited in number than those for "Secret" and shall be restricted to those officials whose functional requirements are such that they must have that authority.

D. Designation of those authorized to receive "Top Secret" material.

E. Designation of officials responsible for "Top Secret" control.

F. Designation of individuals to be responsible for the security programs in the various organizational units of the agency.

G. Appropriate investigation and clearance of personnel who are to have access to classified material.

H. Maintenance within his agency of a continuing review of the use of classifications to insure uniform and proper application.

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I. Procedures governing dissemination of classified information outside his agency.

J. Procedures governing changes in classification and the destruction of classified material.

K. Thorough indoctrination of all individuals of his agency in security regulations and procedures.

L. Issuance of additional instructions pertaining to communications security, registered matter, Restricted Data and other subjects requiring additional regulations.

SECTION III

RULES GOVERNING CLASSIFICATION, UPGRADING,  
DOWNGRADING, AND DECLASSIFICATION

26. GENERAL CLASSIFICATION PRINCIPLES

A. Uniformity of application of classification.

Uniformity of application of classification shall be a requirement for the proper safeguarding of classified information.

In the interest of preserving the integrity of the security classifications "Top Secret", "Secret", "Confidential" and "Restricted" and to avoid confusion, these terms shall not be used alone or in combination with other words for the purpose of limiting the dissemination of information other than in the interest of national security.

B. Use of Lowest Consistent Classification. To avoid overclassification and depreciation of the importance of properly classified information and to avoid unnecessary delay in the handling and transmission of documents and other material, information shall be assigned the lowest classification consistent with its proper protection.

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A. Change in Classification of Information. No change shall be made in the assigned classification of information without the consent of appropriate classifying authority; extracts from or paraphrases of classified documents shall likewise be maintained in the assigned classification unless the consent of appropriate classifying authority to downgrade or declassify such extract or paraphrase is secured or unless the agency making such extracts knows positively that they bear a classification lower than that of the document from which extracted or that they are not classified.

B. Classified Telegrams shall not be referred to, extracted from, paraphrased, downgraded, declassified and disseminated except in accordance with special regulations issued by the head of the originating agency.

Classified telegrams transmitted over cryptographic systems shall be handled in accordance with the regulations of the transmitting agency.

C. Information Originated by a Foreign Government. Information of a classified nature originated by a foreign government and furnished to the United States by that government shall be placed in a classification category which will assure a degree of protection equivalent to or greater than that required by the originating government.

D. Documents in General. Documents shall be classified according to their own content and not necessarily according to their relationship to other documents. References to classified material which do not reveal classified information shall not be classified.

E. Physically Connected Documents. The classification of a file or group of physically connected documents shall be that of the most highly classified document therein. Documents separated from the file or group shall be handled in accordance with their individual classification.

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F. Multiple Classifications. A document, product, or substance shall bear a classification at least as high as that of its highest classified components. The document, product or substance shall bear only one overall classification, notwithstanding pages, paragraphs, sections, or components may bear different classifications.

G. A Letter of Transmittal shall be classified at least as high as its highest classified enclosure.

28. UPGRADING.

A. When information is upgraded, the appropriate classifying authority shall so notify all addressees to whom the information was originally transmitted.

B. If the recipient of information believes that its assigned classification is not sufficiently protective, he shall safeguard it in accordance with the classification he deems appropriate and shall bring his reasons for such belief to the attention of appropriate classifying authority with a request for upgrading.

29. DOWNGRADING AND DECLASSIFICATION.

A. Automatic. Wherever practicable, the classifying official shall place a notation on classified material, except telegrams, that after a specified event or date, or upon removal of classified enclosures the material will be downgraded or declassified.

B. Non-automatic. Appropriate classifying authority may downgrade or declassify information when circumstances no longer warrant its retention in its original classification. When material is downgraded or declassified the custodian of the record material, in the case of a document, or the custodian of the products or substances shall be so informed; and, when practicable, the other recipients of the material shall be similarly advised.

C. Review of Assigned Classifications. It shall be the responsibility and obligation of every government official to keep classified information in his custody constantly under review and to initiate action toward downgrading or declassification as soon as conditions warrant.

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SECTION IV

DISSEMINATION OF CLASSIFIED INFORMATION

30. GENERAL - No person shall be entitled solely by virtue of his office or position to knowledge or possession of classified information.

The safeguarding of classified information shall be the responsibility of every individual into whose possession it comes.

Care shall be exercised at all times not only to refrain from discussing classified information with or in the presence of unauthorized persons, but also to prevent inspection of or access to classified information by unauthorized persons.

The head of each agency shall provide a system for the control of the dissemination of classified information adequate to the needs of his agency.

31. LIMITATIONS ON DISSEMINATION.

A. Within the Executive Branch. The dissemination of classified information shall be limited to persons whose official duties require knowledge of such information. Special measures shall be employed to limit the dissemination of "Top Secret" information to the absolute minimum. Only that portion of "Top Secret" information necessary to the proper planning and appropriate action of any organizational unit or individual shall be released to such unit or individual.

B. Outside the Executive Branch. Classified information shall not be disseminated outside the executive branch by any person or agency having access thereto or knowledge thereof except under conditions and through channels authorized by the head of the disseminating agency, even though such person or agency may have been solely or partly responsible for its production.

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C. Information Originating in Another Agency. Except as otherwise provided by Section 102 of the National Security Act of July 26, 1947, c.343, 61 Stat. 498, as amended, 50 U.S.C. Sec. 403, classified information originating in another agency shall not be disseminated outside the receiving agency without the consent of the originating agency.

"Top Secret" and "Secret" documents and material shall not be reproduced without the consent of the originating agency.

D. Telephone Conversations. Classified information shall not be revealed over the telephone. The head of an agency may permit the practice, within his agency, of discussing information classified as "Restricted" and originated within his own agency.

32. LOSS OR SUBJECTION TO COMPROMISE. Any person in the executive branch who may have knowledge of the loss or possible subjection to compromise of classified information shall promptly report the circumstances to a designated official of his agency who shall take appropriate action, including advice to the originating office or agency.

#### SECTION V

##### RULES GOVERNING HANDLING OF CLASSIFIED MATERIAL (Including Marking, Transmission, Storage, and Destruction)

33. MARKING - After determination of the classification to be assigned, classified material shall be marked in accordance with the procedures set forth below. Existing "Top Secret" or "Secret" material not now so marked shall be appropriately marked. Existing "Confidential" or "Restricted" material, adequately stored but not properly marked, shall not be required to be marked until removed from such storage for use.

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A. Documents

(1) Bound Documents. The assigned classification on bound documents, such as books or pamphlets, the pages of which are permanently and securely fastened together, shall be conspicuously marked or stamped on the outside of the front cover, on the title page, on the first page, on the back page and on the outside of the back cover. In each case the markings shall be applied to the top and bottom of the page or cover.

(2) Unbound Documents. The assigned classification on unbound documents, such as letters, memoranda, reports, telegrams, and other similar documents, the pages of which are not permanently and securely fastened together, shall be conspicuously marked or stamped at the top and bottom of each page, in such manner that the marking will be clearly visible when the pages are clipped or stapled together.

(3) Charts, Maps, and Drawings. Classified charts, maps, and drawings shall carry the classification marking under the legend, title block, or scale in such manner that it will be reproduced on all copies made therefrom. The classification shall also be marked at the top and bottom in each instance.

(4) Photographs, Films and Recordings. Classified photographs, films, and recordings, and their containers, shall be conspicuously and appropriately marked with the assigned classification.

B. Products or Substances. The assigned classification shall be conspicuously marked on classified products or substances, if possible; on their containers, if possible; or, if the

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article or container cannot be marked, written notification of the assigned classification shall be furnished to recipients thereof.

C. Additional Markings.

(1) Material Furnished Persons not in Federal Service. When classified material which contains information affecting the national defense is furnished authorized persons other than those in the Federal Service, the following notation, in addition to the assigned classification marking shall whenever practicable be placed on the material, on its container or on the written notification of its assigned classification:

"This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

34. TRANSMISSION

A. Preparation of Classified Information for Transmission.

(1) Outside an Agency.

(a) Top Secret and Secret Material

(i) "Top Secret" or "Secret" material shall be enclosed in opaque inner and outer covers.

(ii) The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and address.

(iii) The outer cover shall be sealed and addressed with no indication of the classification.

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(iv) There shall be attached to or enclosed in the inner cover a receipt form containing no classified information but identifying the addressor, addressee and the document; such receipt will be signed by the proper recipient and returned to the sender.

(v) Written material shall be protected from direct contact with the inner cover by a cover sheet or by folding inward.

(b) Confidential Material

(i) "Confidential" material shall be prepared for transmission in the same manner as that indicated for "Top Secret" and "Secret" material, except that it shall be covered by a receipt only when the sender deems it necessary.

(c) Restricted Material

(i) Restricted material shall be transmitted in a sealed wrapper or envelope without any indication of the classification of the contents shown thereon.

(ii) No receipt shall be required for Restricted material.

(2) Within an Agency. Preparation of classified information for transmission within an agency shall be governed by regulations issued by the head of the agency to insure a degree of security equivalent to that outlined above for transmission outside an agency.

B. Transmission of Classified Material.

(1) Top Secret Material

(a) The head of each agency shall designate Top Secret Control Officers to receive, maintain registers of, and dispatch all "Top Secret" material.

(b) The transmission of "Top Secret" information shall be effected preferably by direct contact of officials concerned, and alternatively by specifically designated personnel, by State Department Diplomatic Pouch, by a messenger-courier system especially cleared for that purpose, or by electrical means in encrypted form.

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(c) Under no circumstances shall "Top Secret" material be transmitted by mail or by <sup>any means not specified in the</sup> persons not cleared for access ~~preceding paragraph. (34-3-(1)-(2)).~~ to "Top Secret" material. \*

(2) Secret Material shall be delivered within the continental United States by one of the means established for "Top Secret" material, by an authorized courier or by United States registered mail. Secret material may be transmitted outside the continental limits of the United States by one of the means established for Top Secret material, by State Department diplomatic pouch, commanders or masters of vessels of United States registry, or by U.S. Post Office registered mail through Army, Navy or Air Force postal facilities, provided that the material does not at any time pass out of United States Government control and does not pass through a foreign postal system (Secret matter may, however, be transmitted to and from United States Government installations in Canada and Alaska by United States and Canadian registered mail with registered mail return receipt).

(3) Confidential Material shall be delivered within the United States by one of the means established for higher classifications, by authorized courier, or by ordinary mail. Outside the continental United States, "Confidential" material shall be transmitted in the same manner as authorized for higher classifications.

(4) Restricted Material shall be delivered within the continental United States by any means authorized for higher classifications or by ordinary mail, express or freight. "Restricted" material shall be delivered outside the continental United States by one of the means established for higher classifications. However, registration of "Restricted" material shall not be required when transmitted by Army, Navy or Air Force postal channels.

### 35. PHYSICAL SECURITY

A. Storage Facilities. Classified material not in actual use by or under direct observation of an authorized person in the same room shall be stored as set forth below:

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\* 16 Jan. 57. President approved revised wording proposed by Acting Attorney General and Secretary of the Army. 72

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(1) Top Secret Material shall be stored in the most secure facilities available. Such matter normally will be stored in a safe, steel file cabinet, or other steel container having a three position dial-type combination lock and of such weight, size, construction, or installation as to minimize possibility of physical theft or damage by fire or tampering. In lieu of such a container, the matter may be stored in a secure room or vault which is approved for such use by the head of the agency and which is securely locked when not in use. Such approval shall not be construed to relieve the custodian of any responsibility for the safety of the classified matter. If the foregoing safeguards are not available, matter so classified shall be kept under surveillance of an armed guard when not in use.

(2) Secret and Confidential Material shall be stored in a manner authorized for "Top Secret" material, or in metal file cabinets equipped with a steel lockbar and approved three combination dial-type padlock from which the manufacturer's identification numbers have been obliterated or in comparably secure facilities approved by the head of the agency.

(3) Restricted Material may be stored in a manner authorized for higher categories of classified material, but ordinarily shall be stored in a container equipped with a reasonably secure locking device or other storage facility of comparable security approved by the head of the agency.

B. Inspections

(1) It shall be the responsibility of the individuals charged with the custody of classified material to accomplish the necessary inspections within his area to insure that all security precautions are taken to protect such information at all times.

(2) In each agency, individuals shall be designated to make inspections on a room or area basis to insure that all classified material has been properly and safely stored.

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C. Safe Combinations

(1) Safe combinations shall be changed at least once a year; whenever a person knowing the combination is transferred from the office to which the safe is assigned; when a safe is first brought into an office; when the combination has been subjected to compromise and at such other times as deemed necessary.

(2) Knowledge of combinations shall be limited to the minimum necessary for operating purposes.

(3) Safe combinations shall be given a classification equivalent to that of the most highly classified material authorized by these regulations to be contained in the safe.

36. DESTRUCTION OF CLASSIFIED MATERIAL

A. Types of Material Which May Be Destroyed

(1) Record Material may be destroyed only in accordance with the Act of July 7, 1943, as amended, 44 USC Secs. 366-380.

(2) Non-Record Material may be destroyed as soon as it has served its purpose.

B. Methods of Destruction. Classified record material, the destruction of which has been authorized, and classified non-record material shall be destroyed by the following methods under procedures established by the head of the agency.

(1) Top Secret, Secret and Confidential Documents shall be destroyed by burning; products and substances by an equally complete method of destruction; in each case in the presence of an appropriate official. Under the most unusual circumstances the head of an agency may authorize destruction of documents other than by burning, provided the resulting destruction is equally complete.

(2) Restricted Material shall be destroyed by burning, shredding or reduction to pulp, or an equally complete method of destruction.

C. Records of Destruction. Appropriate records of destruction of material classified "Top Secret" and "Secret" shall be maintained in accordance with procedures established by the head of the agency.

SECTION VI

INTERPRETATION OF REGULATIONS BY

THE ATTORNEY GENERAL

1. The Attorney General, upon request of the head of a department or agency or his duly designated representative, shall personally or through authorized representatives of the Department of Justice render an interpretation of these regulations in connection with any problems arising out of their administration.

THE WHITE HOUSE

, 1950

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